



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

PUBLIC MEETING MINUTES:	<b>The Manufactured Home Installation Board</b>
MEETING DATE AND TIME:	<b>Monday, September 13, 2010 at 9:00 a.m.</b>
PLACE:	<b>861 Silver Lake Boulevard, Dover, Delaware Conference Room B, Cannon Building</b>
MINUTES APPROVED:	November 22, 2010

**MEMBERS PRESENT**

Jill Fuchs, President  
Keith Rudy, Vice-President  
Richard Snyder, Secretary  
Charlie Eggleston, Complaint Officer  
Leslie Persans, Education Officer  
Victor Kennedy  
Kevin Reinike

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Eileen Heeney, Deputy Attorney General  
Gayle Melvin, Administrative Specialist III

**MEMBER ABSENT**

James Brockton

**ALSO PRESENT**

Jen Allen

**CALL TO ORDER**

Ms. Fuchs called the meeting to order at 9:08 a.m.

## **REVIEW OF MEETING MINUTES**

The Board reviewed the minutes of the August 9, 2010 meeting. Mr. Eggleston made a motion, seconded by Mr. Rudy to approve the minutes. The motion was unanimously carried.

## **UNFINISHED BUSINESS**

### **Discussion: Proposed Revisions to the Rules and Regulations**

A discussion was held concerning the proposed revisions to the rules and regulations. The proposed revisions incorporate HUD's installation requirements. Mr. Rudy was concerned about the wording in 9.3.1 and 9.4.2 "undisturbed soil or fill compacted to at least 90 percent of its maximum relative density". He stated that there is no test for this. Mr. Eggleston made a motion, seconded by Mr. Reinke that Ms. Heeney moves forward with publishing the proposed revisions in the Register of Regulations and scheduling the Public Hearing for the November meeting. The motion was carried by majority vote. Mr. Rudy abstained from the vote.

## **NEW BUSINESS**

### **Discussion: Memorandum from James Collins Regarding Legislation for the 146<sup>th</sup> General Assembly, 1<sup>st</sup> Legislative Session**

Ms. Heeney and Board members will review the statute to see if any revisions are needed. This will be placed on the agenda for discussion at the next meeting.

### **Discussion: Letter from Michael VanDrunen Regarding Continuing Education**

The Board reviewed the letter from Michael VanDrunen regarding continuing education. Mr. VanDrunen was unable to attend the continuing education classes due to work obligations. Ms. Persans made a motion, seconded by Mr. Eggleston that Mr. VanDrunen can substitute the online 15 hour course for the continuing education class. He must complete the entire 15 hours before September 30, 2010 and this is a one time exception. The motion was unanimously carried.

## **OTHER BUSINESS BEFORE THE BOARD (for discussion only)**

Ms. Melvin reported that Ms. Bartron has resigned from the Board and will not be renewing her installer license. Ms. Melvin will prepare an appreciation certificate for Ms. Bartron for Ms. Fuchs' signature at the next meeting.

Mr. Reinke asked if there is anyone else who is willing to offer continuing education classes. It was suggested contacting manufacturers.

## **PUBLIC COMMENT**

Ms. Allen reported that Michael, Brian and Butch VanDrunen had signed up to take the continuing education class in August. Michael was not able to attend at the last minute due to work. Brian and Butch did attend the class.

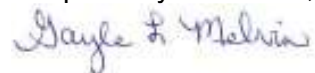
**NEXT SCHEDULED MEETING**

The next meeting was scheduled for November 8, 2010 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**ADJOURNMENT**

There being no further business, Ms. Persans made a motion, seconded by Mr. Eggleston to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 10:04 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Gayle L. Melvin". The signature is written in a cursive style.

Gayle L. Melvin  
Administrative Specialist III